



MAR 24 2011

Dear Chief Financial Officer:

In January, I wrote to you about the first phase of the General Services Administration (GSA) implementation of billing and accounts receivable (BAAR) modules that will allow you to access, query, and download your GSA billing data. We will implement the first phase in July 2011, launching the billing, accounts receivable, and collection functions for motor vehicles leased through GSA Federal Acquisition Service (FAS Fleet) and rent bills for tenants of space provided by the GSA Public Buildings Service (PBS Rent). This letter provides more information on the Vendor and Customer Self Service (VCSS) website that will allow GSA customers online access to accounts receivable and collections data.

There are several key changes that may impact your organization with the July implementation of VCSS:

- Both PBS Rent and FAS Fleet customers will be able to access billing and collections data through VCSS. All registered users of WebBill and Rent on the Web (ROW) will receive a new VCSS User ID and password link in two separate e-mails. In preparation for VCSS implementation, we request that FAS Fleet and PBS Rent customers validate the individual registration information in WebBill and ROW so that you receive the new VCSS User ID and password link.
  - For PBS Rent customers, VCSS will not replace ROW; it will, however, provide an additional way for PBS Rent customers to view their billing and accounts receivable data online.
  - For FAS Fleet customers, VCSS will replace WebBill. After the July implementation of VCSS, all open and future billing and accounts receivable information for FAS Fleet customers will be available only through VCSS. Only historical data will continue to be available through WebBill.
  - FAS Global Supply customers will not be affected by the July VCSS implementation; WebBill will continue to support FAS Global Supply customers.
- FAS Fleet customers will no longer receive GSA electronic billing files by e-mail or file transfer protocol (FTP).
- PBS Rent customers will continue to receive flat files and files sent via FTP from Occupancy Agreement (OA) billing.

- GSA will phase out mailing paper bills after the July 2011 VCSS implementation for FAS Fleet. Customers who currently receive paper bills will be notified several months before their paper bills are discontinued.

The attached VCSS Frequently Asked Questions document provides more detailed information about the above processes and VCSS implementation.

If you have any questions, please contact me or have your staff contact Alexis Stowe, Acting Director of Financial Policy and Operations, at (202) 501-0560 or [alexis.stowe@gsa.gov](mailto:alexis.stowe@gsa.gov).

Sincerely,

A handwritten signature in cursive script that reads "Alison L. Doone".

Alison L. Doone  
Chief Financial Officer

Attachment